

RFP 17-010-22 Proposal Checklist

Proposer's Name: _____

Please complete the checklist below and include with the proposal. Be sure to include all information requested in the application packet. Proposals missing any component listed will not be reviewed. All proposers must submit one (1) original, one (1) copy on a USB flash drive, and seven (7) paper copies of the proposal. The original and each copy of the proposal must contain one (1) copy of each of the following:

Proposal

- _____ Cover Letter with Assurances (See Attachment B)
- _____ Application Checklist (Attachment A)
- _____ Project Summary Abstract
- _____ Project Narrative (See Attachment B), including:
 - _____ Agency Background
 - _____ Statement of Assets & Needs
 - _____ Program Plan
 - _____ Evaluation Plan
- _____ Project Budget(See Attachments B and C), including:
 - _____ Budget Justification Narrative
 - _____ Budget Form for Each Proposed Service Category (Attachment C)

Proposal Attachments

- _____ 1.) Agency Organizational Chart(s)
- _____ 2.) Agency Total Operating Budget
- _____ 3.) List of All Current Public and Private Grant Funding
- _____ 4.) Organizational Quality Management Plan
- _____ 5.) Resumes, Job Descriptions and Salaries for All Positions to Be Funded
- _____ 6.) Copies of Licensure or Accreditation (if applicable)

Attachment_A_FY17_Proposal_Checklist

- _____ 7.) List of current Board Members
- _____ 8.) Copy of Agency's Strategic Plan
- _____ 9.) Copy of most recent Audit or Year End Financial Statement
- _____ 10.) Proof of 501(c)(3) Status and Charter & By-Laws
- _____ 11.) General Liability Insurance
- _____ 12.) Personnel Policy indicating Nondiscriminatory Practices
- _____ 13.) Client Grievance Policy
- _____ 14.) References
- _____ 15.) Formal Collaboration Agreement